

# Guide for International Students

University of Alcalá



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# I. UNIVERSITY OF ALCALÁ

## I.1. THE UNIVERSITY AT A GLANCE

The University currently enrolls nearly 30,000 students, 16,000 of whom are studying undergraduate degrees which are taught by a teaching staff of 2,100 professors, lecturers and researchers belonging to 22 departments. The University is also proud of its modern and efficient administration, which is carried out by the Administration and Services comprising approximately 800 people.

Students have access to up-to-date facilities such as the virtual learning environment, which makes teaching materials available for more than 900 subjects. Alcalá also houses 26 fully equipped computer rooms and provides WI-FI networks in all buildings, along with a laptop computer lending service. Throughout their time at the university, students also have a personal tutor who is there to provide guidance and help them to realize their potential.



The university has 16 libraries, seating 2,700 students, and a large digital collection which includes over 16,000 different e-journals. From within their own departments, the university's teaching and research staff also enjoy access to the more than 10 million volumes held in the National Library Repository located on the university's Science and Technology Campus. The quality of the University Library's service has earned it the European Seal of Excellence 400+.

## I.2. 10 REASONS TO STUDY AT THE UNIVERSITY OF ALCALÁ

### **Tradition and innovation**

With a history dating back over five centuries, the University of Alcalá is one of the few universities that is a World Heritage Site. Its Historical Campus, located in the city center of Alcalá de Henares, provides university education in a unique historical setting, just 30

kilometres from Madrid. On the outskirts of the city is the Science and Technology campus (the Outer Campus), which has modern buildings and research centers and excellent transport links to the Historical Campus. The University has a third campus, in the nearby city of Guadalajara, which can be reached by train, bus or private vehicle from either of the other two sites.

### **Wide range of courses**

We offer 36 Bachelor's degrees, as well as an extremely comprehensive range of postgraduate and lifelong learning courses, in all areas of knowledge: Arts and Humanities, Science, Health Sciences, Social and Legal Sciences, Engineering and Architecture. More information in: [https://portal.uah.es/portal/page/portal/portal\\_internacional/nuestros\\_estudios/grado](https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/grado)

### **A friendly university**

The organisation of the university into medium-sized centers and small groups of students means that contact between students and lecturers is direct and ongoing. All our students also have a personal tutor for help and advice during their time at the university.



### **Quality teaching that is fully adapted to the European Higher Education Area**

All our degrees use the European system of ECTS credits, which is valid in more than 45 countries. Teaching innovation and the use of new technologies are basic features of our courses. Learning is based on continuous monitoring of students' work and an active methodology which combines theoretical and practical teaching, including the opportunity to acquire professional experience in work experience placements in companies and other external institutions. All the University's centers and degrees have internal quality guarantee systems and are subject to continuous improvements and assessments by quality agencies.

## **International and cosmopolitan atmosphere**

The University of Alcalá is visited by more than 5,000 students from all over the world every year. That is why we have a great deal of experience in looking after and hosting people from different backgrounds and cultures. You will make new friends and have new experiences during your time with us and we will always do our best to make sure that you feel at home.

## **We are an international benchmark in Spanish teaching**

We are an international benchmark in the teaching of the Spanish language and culture: we have an extensive range of courses in Spanish as a Foreign Language, at all levels and taught at an internationally recognised level of quality. We are an authorised examination center for the *Diplomas in Spanish as a Foreign Language* (official diplomas certifying a level of competence and command of the Spanish language, which are awarded by the Cervantes Institute on behalf of the Spanish Ministry of Education).

## **Varied range of cultural and sports activities**

At the University of Alcalá you will be able to participate in a wide range of cultural and leisure activities so that you can enjoy your free time here. [You can find out about these opportunities here.](#)

## **High quality research**

We are one of the most highly ranked institutions among the public Spanish Universities in terms of the quality of our research<sup>1</sup>. Our students can begin research work in some Bachelor's degree subjects or by registering for one of our research Master's degrees or Doctorate Programs.

## **Professional assistance and orientation**

We provide specific orientation programs to help our graduate students to join the labour market, as well as enterprise and spin-off programs, in cooperation with companies in the area.

## **Social Commitment**

The University of Alcalá is committed to equality, support for people with special needs, international cooperation and defence of the environment and human rights. [Consult our social responsibility programs if you would like to find out more.](#)

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<sup>1</sup> "The 2009 Ranking for research at Spanish public universities", which analyses 48 public higher education centers, places the University of Alcalá in fifth position in terms of the number of doctoral theses completed successfully, in seventh position as regards the number of patents and in eighth position as regards the research productivity of its teaching staff.

### I.3. FACTS AND FIGURES

- 16,000 Undergraduate Students
- 13,000 Graduate and Continuing Education Students
- 2,100 Teaching and Research Staff Members
- 450 Research Assistants
- 140 Research Groups
- 800 Administration and Services Staff Members
- 36 Undergraduate Degrees
- 47 Official Master's Programs
- 25 PhD Programs
- Summer Courses
- Student/Instructor Ratio: 9 (Undergraduate Level)

More [facts and figures](#) are available at the relevant web site.

### I.4. ACADEMIC CALENDAR

The academic calendar for the current academic year and for the following year (when available) can be consulted at:

[https://portal.uah.es/portal/page/portal/portal\\_internacional/nuestros\\_estudios/calendario\\_academico](https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/calendario_academico).

### I.5. HOW TO GET TO THE UNIVERSITY OF ALCALÁ

The University of Alcalá has three campuses:

- The [historical campus in the city](#) center
- The [outer campus \(Science and Technology Campus\)](#) on the outskirts of the city
- A third [campus in the city of Guadalajara](#)

#### I.5.A. HISTORICAL CAMPUS IN THE CITY

The historical campus is located in downtown Alcalá de Henares. Teaching and other activities are still carried out in the original buildings of the university, many of which date back to the 16th century and have been recently restored. This campus includes the main administration building, the Faculties of Philosophy and Arts, Law, Economics and Business, and Documentation, as well as the Technical School of Architecture and Geodesy. Also located in the historical campus are Alcalingua (the University's Spanish language school), the



Benjamin Franklin North American Studies University Research Institute, the Research Institute of Economic and Social Analysis, the Police Sciences University Research Institute, the Postgraduate School, the Institute of Educational Sciences, the Cisneros International Center for Historical Studies, the Cervantes Research Center, the Foreign Languages Center, the Institute of Business Organization and Management, the International Financial Training Center Foundation and the General Foundation of the University.



The historical campus of the University of Alcalá is located 28 km northeast of Madrid and is well connected to the cities of Madrid and Guadalajara as well as to the airport by road, bus or train. For more information on the numerous transport links to the Historical Campus please consult the following web pages:

[From Madrid \(By Car – By Train – By Bus\)](#)

[From Guadalajara \(By Car – By Train – By Bus\)](#)

[From the Airport \(By Subway – By Bus – By taxi – Airport Pickup\)](#)

[Moving around the city](#)

[Map of buildings and facilities](#)

[How to reach the Rectory](#)

### **I.5.B. OUTER CAMPUS – THE SCIENTIFIC AND TECHNOLOGICAL CAMPUS**

The Outer Campus (or Scientific and Technological Campus) is located on the outskirts of Alcalá de Henares, on the road connecting this city with Meco. This campus includes the Faculties of Biology, Chemistry, Environmental Sciences, Pharmacy, Medicine, Nursing and Physiotherapy, as well as the School of Computer Engineering and the Polytechnic School. The students' Residence Halls (the University Residential City and the Giner de los Ríos University Residence) are also located in this campus, as well as



sports facilities, the Botanical Garden, Computer Services, numerous research centers and the Science and Technology Park.

The hours in which private vehicles can access the campus are available in the following link: [Campus Opening and Closing Hours](#). Outside these hours the campus can be accessed on foot or by public transport.

For more information on how to get to the Scientific and Technological Campus please consult the following web pages:

[From Alcalá \(By Car – By Train – By Bus\)](#)

[From Madrid \(By Car – By Train – By Bus\)](#)

[From Guadalajara \(By Car – By Train – By Bus\)](#)

[From the Airport \(By Subway – By Bus – By taxi – Airport Pickup\)](#)

[Moving around the campus](#)

[Map of buildings and facilities](#)

### I.5.C. CAMPUS IN THE CITY OF GUADALAJARA

The Guadalajara campus is located in two different buildings in the city center. The “Multidepartamental” building (Calle Cifuentes, 28) is home to the Faculties of Tourism and Nursing, and the Schools of Business Studies and Architecture. The admission and registration office (*Secretaría*) is also located here and all students coming to study in Guadalajara must do their registration here. The Faculty of Education is located near the train station, (calle Madrid, 1) together with a modern modular building offering degrees in Audiovisual Communication and Modern Languages and Translation (the latter can also be studied at the historical campus in Alcalá). In addition, the UAH has important historical buildings in the towns of Sigüenza and Pastrana, where a large variety of summer courses are offered annually.



[From Madrid and Alcalá de Henares \(By Car – By Train – By Bus\)](#)

[From the Airport](#)

[Moving around the city](#)

[Maps of buildings and facilities](#)



## I.6. INFRASTRUCTURES, LANGUAGES, CULTURAL ACTIVITIES AND SPORTS

### Infrastructures

- 9 Schools and Faculties
- 16 libraries seating 2.700 students. (European Seal of Excellence 400 +)
- 26 computer laboratories with free access for University students and staff
- 24 multimedia and videoconference lecture rooms, equipped with the latest audiovisual and computer technology
- 4 Research Support Centers
- 3 University Research Institutes:
- 1 Scientific and Technological Park
- 5 associated hospitals
- Juan Carlos I Botanical Garden
- Campus of International Excellence in the field of Smart Energy and Sustainability

### Languages

- A Spanish language school
- English classes taught by the British Council
- German taught by the Goethe Institut
- A foreign language center for the study of Arabic, Chinese, French, Italian, Japanese, Portuguese, Rumanian, Russian

### Cultural Activities

- Fine Arts Workshops
- Writing School
- Music Workshops
- University Choir
- University Orchestra
- Film club
- Theater
- Dance
- Flamenco
- *Tuna* (University group of traditional music players)

More information regarding cultural activities can be found [here](#).



## Sports Activities

- **Sports Classes:** Aikido, kajukenbo, kenjutsu, badminton, boxing, climbing, fencing, archery, pilates, yoga, tai chi....
- **Outdoor Activities:** Trips, mountain climbing, hiking and skiing.
- **Arrangements with other organisations:** bowling, gym, golf, swimming, sailing and diving.
- **Tournaments**

More information regarding sports can be consulted [here](#).



## II. BEFORE ARRIVING IN SPAIN

### II.1. ADMISSION AND REGISTRATION

In order to begin the admission process at the UAH, students must apply for an undergraduate or graduate degree and, in the case of visiting students, the universities with whom exchange agreements (Erasmus or other) exist must also send a list of nominated students. International students may obtain detailed information regarding deadlines and documentation to be submitted in the following Admission and Registration guides:

- [Admission to Undergraduate Studies](#)
- [Admission to Graduate Studies](#)
- [Erasmus Program](#)
- [Exchange Students \(except Erasmus Program\)](#)
- [Visiting Students \(Free Movers\)](#)

These guides are available at the following web page:

[https://portal.uah.es/portal/page/portal/portal\\_internacional/internacionalizacion/programas\\_intercambio](https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/programas_intercambio)

Information regarding application for admission in graduate programs is available at:  
[https://portal.uah.es/portal/page/portal/portal\\_internacional/nuestros\\_estudios/posgrados\\_y\\_formacion\\_continua](https://portal.uah.es/portal/page/portal/portal_internacional/nuestros_estudios/posgrados_y_formacion_continua)

## II.2. STUDENT VISAS FOR STUDENTS AND RESEARCHERS

The University of Alcalá has created a guide to applying for student visas which explains the procedures regarding first-time applications, renewals, and accompanying family members. Those interested are urged to consult the information available at [Student Visas](#).

## II.3. HEALTH INSURANCE

All international students and researchers are required to have health and accident insurance for the entire duration of their stay at the University of Alcalá. Those originating from any European Union Member State or from Iceland, Liechtenstein, Norway or Switzerland can apply for the European Health Card in their own country, which allows them access to public sector health care in Spain. Students and researchers originating from countries with special agreements regarding access to health care should apply for the document that certifies this condition and entitles access to the public health system.

All other international students and researchers are required to obtain private comprehensive health and accident insurance that includes coverage of all expenses pertaining to repatriation to the country of origin in case of death or severe injury. Information regarding companies that issue students health insurance is available at:

[https://portal.uah.es/portal/page/portal/portal\\_internacional/internacionalizacion/seguro\\_medico](https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico)



## II.4. ACCOMMODATION

The University Residence Halls can accommodate over 1400 people. It also offers information on staying with families, shared flats and other options.

## II.4.A. IN THE CITY OF ALCALÁ

### Residence Halls in the Historical Campus of Alcalá

The [San Ildefonso Residence](#) is located in one of the courtyards in the Rector's Building (the Philosophers' Courtyard) in a unique historical setting. It operates like a hotel for short stays. All rooms have ensuite bathrooms, television with satellite, heating and a fax service. There is also a café-restaurant in the Philosophers' Courtyard.

The [Cardenal Cisneros University Residence](#) is located on the Campus of the Cardenal Cisneros School of Teaching, just a few minutes from all the University's Faculties and Schools. Surrounded by spacious green areas, it is also near a large shopping center, supermarkets, the railway station, and the bus station.



### Accommodation in the External Campus (Scientific-Technological Park)

The [University Residential City \(CRUSA\)](#) has 140 fully furnished apartments, single and double bedrooms, fully equipped kitchens, and living rooms, as well as telephones, Internet and parking facilities. Moreover, the City offers common areas with study rooms, a computer room and sports facilities.

The [Giner de los Ríos University Residence](#) can accommodate 327 students in single and double rooms with individual and shared kitchens, private bathrooms, air-conditioning, telephones and connections to the University's wireless network. There are common areas to foster social and academic life, TV and DVD rooms, a computer room, study rooms, a fitness room and many other facilities.

## II.4.B. IN THE CITY OF GUADALAJARA

The Príncipe Felipe Residence, located in the center of Guadalajara, has 36 single and 32 double rooms, with ensuite bathrooms. It also has a study room, television and video room, lounge, classrooms, a conference room and a cafeteria which is open from Monday to Friday (except public holidays).

The "Los Guzmán" University Residence is located in the city center next to the Cathedral of Santa María. Thanks to its ideal location it is possible to walk from here to the city center and to the Guadalajara campus. The Residence has 10 single rooms with ensuite bathrooms and 50 double rooms.

Other accommodation options in the vicinity of the University of Alcalá include staying with families or renting private flats. For more information please consult the following website:

[https://portal.uah.es/portal/page/portal/portal\\_internacional/vida\\_universitaria/alojamiento](https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento)

# III. AFTER ARRIVAL AT THE UNIVERSITY OF ALCALÁ

## III.1. RESIDENCE PERMIT FOR STUDENTS AND RESEARCHERS

Students and researchers who need to obtain a [Residence Permit](#) following their arrival at the University of Alcalá can check the information available at the corresponding web site. This site includes information for students and researchers from the European Economic Area and other countries, as well as additional information regarding family members.

## III.2. STUDENT ASSOCIATIONS AND STUDENT TUTORS

- **Student Tutors Programme**

In collaboration with other student associations, the Erasmus Student Network (ESN-UAH) has launched a Student Tutors Programme for international students who come to study at the University of Alcalá. You may apply for a tutor who will help you with the basic tasks that you will encounter upon your arrival, such as opening a bank account, finding a flat, getting a Spanish phone number, and, in general, breaking the language barrier. Moreover, your tutor may become an important link to Spanish culture as she or he can introduce you to our customs and way of life. Most tutors have also been international students themselves or are planning to study abroad the following year. Whenever possible we will try to assign you a tutor who studies the same program as you and who has studied in your country or who is planning to study there in the future. For more information, please consult the [ESN's web page](#).



- **Language Exchange Programme (TANDEM Programme)**

ESN-UAH organizes a language exchange programme called TANDEM, through which it matches students who wish to converse in different languages, according to their preferences. Students interested in participating should fill out the application form available at <http://www.esn-uah.org/content/inscripcion-tandem> or send a message requesting admission to [info@esn-uah.org](mailto:info@esn-uah.org). The application period is open up to the end of the second week of each semester, after which period ESN will proceed to match the students according to the languages they know and those they wish to practice. Applicants will be informed of the results via email.

Participants in the TANDEM Programme will also be invited to participate in **Language Meetings** every other week. These meetings provide the opportunity to meet other language pairs and exchange experiences with them and with the organizers of ESN-UAH. Meetings will be announced via email.

ESN-UAH will also invite periodically TANDEM members to meet in cafes (**Café Lingua Meetings**) to practice languages and meet other students. All the students sharing a table are expected to speak the same language. Café Lingua Meetings will also be announced via email.

